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VILLAGE BOARD

President
Frank Soto

Board of Trustees
Rosa Carmona
Frank DeSimone
Annie Jaworska
David Majeski
Martin D. Connell
Henry Wesseler

Village Clerk
Ilsa Rivera-Trujillo

Village Manager
Evan K. Summers

August 30, 2016

Mr. Mark Keane
910 West Hillside Drive
Bensenville, Illinois 60106

Re: August 28, 2016 FOIA Request

Dear Mr. Keane:

I am pleased to help you with your August 28, 2016 Freedom of Information Act ("FOIA"). Your request was received by the Village of Bensenville on August 29, 2016. You requested copies of the items indicated below:

"It has come to my attention that Bensenville, is and has been under the direct order of law by the book of "Robert Rules" and I would like to see any and all documentation, any ruling and vote to take the book of "Roberts Rules" into/ under the village rule as law or and any other form of governmental guidance from 1909 to present. "

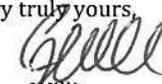
After a search of Village files, the following documents are enclosed to fulfill your request:

- 1) Village of Bensenville Village Code Section 1, Chapter 5, Subsection 7 "Rules and Order of Business."
(4 pgs.,)

These are all of the documents that can be discovered responsive to your request.

Do not hesitate to contact me if you have any questions or concerns in connection with this response.

Very truly yours,


Corey Williamsen
Freedom of Information Officer
Village of Bensenville

1-5-7: RULES AND ORDER OF BUSINESS:

The following rules and order of business shall govern the proceedings of the board of trustees:

RULE 1. Order Of Business:

A. Regular Meetings:

1. Call to order.
2. Pledge Of Allegiance.
3. Roll call and establishment of quorum.
4. Public comment. (Limited to a total of 30 minutes, with 3 minutes allowed per individual.)
5. Public hearing (as required).
6. Presentations/proclamations.
7. Approval of minutes.
8. Warrants.
9. Consent agenda:
 - a. Administration, finance and legislation.
 - b. Community and economic development.
 - c. Infrastructure and environment.
 - d. Public safety.
10. Committee reports.
11. President remarks.
12. Village manager report.
13. Correspondence and announcements.
14. Unfinished business.
15. New business.
16. Executive session.
17. Items to be referred from executive session.
18. Adjournment. (Ord. 40-2009, 7-28-2009)

RULE 2. Yeas And Nays: The yeas and nays shall be taken upon the passage of all ordinances, and on all propositions to create any liability against the village, or for the expenditure or appropriation of its monies, and in all other cases at the request of any members, which shall be entered upon the journal of its proceedings, and a concurrence of a majority of all members elected to the board of trustees shall be necessary for the passage of any such ordinance or proposition, unless otherwise expressly provided by law. (1976 Code § 2.08; amd. 1981 Code)

RULE 3. Final Action Deferred: Any report of a committee of the board of trustees shall be deferred for final action thereon to the next regular meeting of the board after the report is made, upon the request of any two (2) trustees present.

RULE 4. Only Members To Speak: No person not a member of the board of trustees shall address the board of trustees without the consent of the members present.

RULE 5. Approving Bills: All bills shall be approved in writing. They shall be referred to the committee under whose province the expenditures were incurred. Such committee shall then examine and refer all bills thus referred to it to the finance committee and such finance committee shall have power to call upon any village officer or officers for information concerning bills before it. Upon the approval in writing of any bill or bills by the finance committee, the same shall then be ready for payment upon the requisite vote of the board of trustees, but not otherwise.

Any bill or bills adversely reported by the finance committee shall be, on request of any two (2) trustees, referred to a special committee for a further report thereon before the same is disallowed. (1976 Code § 2.08; amd. Ord. 19-91, 8-6-1991)

RULE 6. Actions On Motions, Resolutions And Ordinances:

- A. Action On Motions:** Unless otherwise required by law, motions shall be utilized for approval, authorization or other direction of the following:
1. Awarding of bids for purchase of items, goods and services.
 2. Direction to village staff to work on or research particular topics, issues, citizen requests or other items.
 3. Referral of an item to an advisory board, intergovernmental group or committee, as needed.
- B. Action On Resolutions:** Unless otherwise required by law, resolutions shall be utilized for approval or authorization of the following:
1. Agreements or contracts.
 2. Statements of village policy.
 3. Statements of board position or advocacy on particular issues.
 4. Amendments to the village budget.
 5. Participation and funding in intergovernmental organizations.

6. Motor fuel tax related contracts or maintenance responsibilities.

In lieu of the public reading of any resolution, the presiding officer or the village manager may summarize the action contemplated in the resolution, after which summary the resolution may be discussed and the village board may consider passage of the resolution by roll call vote. (Ord. 16-99, 3-16-1999)

C. Action On Ordinances: Unless otherwise required by law, ordinances shall be utilized for approval, authorization or other direction of the following:

1. Enacting permanent regulations of a general nature.
2. Any matter which state law requires be addressed by ordinance. (Ord. 40-2009, 7-28-2009)

RULE 7. All Members To Vote: Every member who shall be present when a question is stated from the chair shall vote thereon unless excused by the president and board of trustees, or unless he is personally interested in the question, in which case he shall not vote.

RULE 8. Rules May Be Suspended: These rules, except rule 2 of this section, may be temporarily suspended by a vote of two-thirds ($\frac{2}{3}$) of the trustees present, but shall not be repealed, altered or amended, unless notice thereof shall have been given in writing, and alteration and amendment submitted at least one meeting prior thereto, and two-thirds ($\frac{2}{3}$) of all the trustees entitled by law to be elected shall concur therein.

RULE 9. Expelling A Member: Any member acting or appearing in a disgraceful manner, or who uses opprobrious or insulting language to or about any member of the board of trustees, or who does not obey the orders of the chair shall be, on motion, censured by a majority vote of the members present, or expelled by a two-thirds ($\frac{2}{3}$) vote of all members elected.

RULE 10. Disturbing Meetings: It shall be unlawful for any person to disturb any meeting of the board of trustees or of any committee thereof. Any person violating the provisions of this rule shall be fined not less than five dollars (\$5.00) nor more than five hundred dollars (\$500.00) for each offense.

RULE 11. Robert's Rules Of Order: The rules of parliamentary practice set forth in "Robert's Rules Of Order" shall govern the board of trustees in all cases to which they are applicable, and in which they are not inconsistent with the standing rules of the board. (1976 Code § 2.08; amd. Ord. 19-91, 8-6-1991)

RULE 12. Ingress And Egress: It shall be unlawful for any person to obstruct, or cause the obstruction of any route of ingress or egress from the meeting place of the village board of trustees or of any committee thereof. Obstruction shall include, but not be limited to: standing, sitting, or the erection of any other obstacle (including, but not limited to: easels, podiums, chairs, cameras, tripods, locks, and bars) within four feet (4'), in all directions, of any route of ingress or egress. Any person violating the provisions of this rule shall be fined not less than five dollars (\$5.00) nor more than five hundred dollars (\$500.00) for each offense.

RULE 13. Recording Meetings: Pursuant to the requirements and exceptions set forth in the Illinois open meetings act, any person may record village board of trustees meetings, or any committee thereof, by tape, film or other means. All recording devices shall be located at or near the rear of the room or chamber in which the meeting is to be conducted so as not to obstruct the public's view of the

meeting. No recording devices shall be placed near the dais, and the placement of all recording devices shall comply with rule 12 of this section.

If a witness at any village board of trustees meeting, or any committee thereof, refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, pursuant to 5 Illinois Compiled Statutes 120/2.05, the village board, or any committee thereof, shall prohibit such recording during the testimony of said witness. (Ord. 12-2004, 3-2-2004)